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ABSTRACT

The Student Volunteer Career Elective Program at the Coatesville High School is designed to provide instruction and practical learning experience for 10th grade students who are interested in health careers and training in areas of technical, trades, and administration occupations. It is a cooperative project between the school and the Coatesville Veterans Administration Hospital. The school provides a comprehensive academic program (20 hours per week of classroom training), and the hospital provides a variety of career experiences (12.5 hours per week). The participants have 25 field experiences to choose from. The student can select a different field every nine weeks from the following areas of hospital services: building management service, canteen service, chaplain service, dietetic service, engineering service, library service, medical illustration service, nursing service, and supply service. General and specific objectives for the program are given. An advisory council was formed to assure the on-going success of the program. The selection process for applicants, the program policies, time schedule, and program and student evaluation methods are briefly described. Samples of forms used for the application, permission, selection, and evaluation of participants are appended.
(Author/EC)

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*Student
Volunteer*



*Career
Elective*

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I. INTRODUCTION

Learning is often equated with schooling. Educators are now accepting the idea that young people can learn important lessons from non-educators in non-traditional settings. This program is a wonderful opportunity for the Coatesville Area schools to provide an alternate educational experience for its students. It is our rare and good fortune to have an institution, as large and complex as the Veterans Administration Hospital, with the unselfish leadership and foresight to offer and provide their facilities and experienced personnel for the betterment of the community through education of its young.

The concept of vocational education, alternate schools, cooperative education, distributive education, on-the-job training -- or whatever you want to call a program wherein a student goes part of the day to school and part to a job site -- is not new. These types of programs have been in existence for a long time, and the projected enrollment in 1980 for Pennsylvania students receiving marketable job training will be 50% of the total secondary student population.

The Student Volunteer Career Elective Program is designed to provide instruction and practical learning experience for High School Students who are interested in health careers and training in areas of technical, trades and administration occupations.

II. OBJECTIVES

A. General Objectives

Students, particularly today, need to have a variety of experiences outside of school in order to:

1. broaden their general knowledge;
2. increase their motivation to learn;
3. test their interest areas;
4. become better acquainted with the world of work;
5. aid in their career decision making;
6. have a wider variety of adult models;
7. reduce their isolation from the community;
8. help to understand the complexities of the adult world; and
9. understand that environment and individual potential interact to influence career development.

B. Specific Objectives

With the cooperation between the V.A. Hospital and the Coatesville Schools, the program will provide:

1. Learning experience which compliments and goes beyond the present curriculum of the school.
2. A school atmosphere that is not totally academic in nature.
3. An opportunity to see the values of an education and change negative attitudes toward formal education.
4. The opportunity to identify a wide variety of career choices with purpose and intent.
5. An opportunity for the student to explore, develop and refine his career interest.
6. An opportunity to place students in learning situations which will aid them in their career decision-making process.
7. An opportunity to develop in the student his self-awareness, to recognize his strengths and weaknesses, aptitudes, capabilities and needs -- so that a career choice can be made in a realistic manner.
8. An opportunity to expose the student to the customs, language patterns and attitudes of the world of work.
9. An opportunity to expose the student to the rules, regulations and responsibilities of the labor-management relationship in the world of work.
10. The opportunity for better communication and understanding between the community, home, school and V.A. Hospital.

III. PROGRAM CONCEPT

The Student Volunteer Career Elective Program is a cooperative project between the Coatesville Area Schools and the Coatesville Veterans Administration Hospital. The purpose of the project is to better utilize their respective facilities and personnel to provide an expanded educational learning experience, for tenth grade students.

The Coatesville school district will provide the students with a comprehensive academic program and the V.A. Hospital will provide the participants with a wide variety of career experiences.

The school day will be divided between the two facilities (Coatesville Area Schools and the Coatesville Veterans Administration Hospital). Students will be formed into two (2) groups (an A.M. group and a P.M. group). When the A.M. group is participating in a learning experience at the V.A. Hospital, the P.M. group will be involved in their comprehensive academic program at the Coatesville Area Schools -- and vice versa. The group will spend approximately two and one half (2 1/2) hours at the V.A. Hospital in career experience and four (4) academic class periods in a traditional class room setting in Coatesville area schools.

A student would choose four (4) training areas from the career electives offered at the V.A. Hospital. He would participate in one of his choices for a period of nine weeks, and after the ninth week could move on to the next elective. (The mini-course concept).

The participant would choose his academic subjects as any other tenth grade student -- with special emphasis placed upon the State required courses.

The program would be open to all tenth grade students, who would be selected under the guidelines set up by the Selection Committee.

IV. PROCEDURES AND METHODS

A. Personnel

Because of the diversity in the nature and structure of its make-up, an Advisory Council was formed to assure the on-going success of the Student Volunteer Career Elective Program.

The function of the council is to serve the Coatesville Area Schools and the V.A. Hospital on policy matters relating to the program. It also assumes the role of a sounding board for on-going operation problems.

This council meets four times a year and consists of the following six members:

- two (2) to be named by the V.A. Hospital
- two (2) to be named by the Coatesville Schools
- one (1) to be the Chief of Voluntary Services at the Hospital
- one (1) to be the coordinator of the program from the school district (will chair the council)

B. Staff-line Organization Chart

See attached

C. Coordinator of Student Volunteer Career Elective Program

The program - to be successful - needs a person to organize and administer it. He will work closely with the students, teachers, counselors and administration at both C.A.S.H.S. and Scott. He will work closely with the Chief of Voluntary Services and his staff at the V.A. Hospital. He is chairman of the Advisory Council and keeps it informed of the operation and progress of the program.

It would be his responsibility to keep the lines of communication open between the advisory council, school administration, V.A. Hospital administration and the students in order to insure an on-going program.

D. Chief of Voluntary Services at V.A. Hospital

This individual will work closely with the Student Volunteer Career Elective coordinator to develop, organize and administer the educational field experiences. He will organize and develop the supervisory personnel who will be conducting the career training experiences. He will be a member of the Advisory Council and help to keep it informed of the operation and progress of the program at the V.A. Hospital.

E. V.A. Hospital qualified Staff Personnel

The success of the program depends upon this individual. He will be a person who is interested and motivated to help a young student understand the nature of his occupation. He must have those special qualities that make for a learning relationship -- warmth, understanding, patience and a thorough knowledge of his field.

Training workshops and orientation programs are designed to help this individual better understand his role in the program.

F. Teachers at Coatesville Schools

The teachers in this program could and should be of the regular staff - and should administer to the needs of these students as they would any tenth grade student. No special treatment or teachers are needed for this program!

V. COURSE OF STUDIES

The program of studies for this program will consist of twenty periods per week of classroom instruction and 12.5 hours per week at the V.A. Hospital.

A. Academic Program

The facilities and staff of the school district will be utilized to offer the academic portion of the program. The students will participate in an academic program similar to one followed by the Vocational-Technical students. They will be required to take the State mandated courses.

B. Career Elective Program

The facilities and personnel at the V.A. Hospital will be utilized to offer the Educational Field Experience portion of the Student Volunteer Career Elective Program. Participants would have approximately twenty-five (25) field experiences from which to choose. The student could select a different field experience every nine (9) weeks from the following position descriptions of hospital services:

BUILDING MANAGEMENT SERVICE

THREE AREAS OF SERVICE:

1. OFFICE ADMINISTRATION:

The student will be learning the general office operation which includes budget control, hospital interior decoration, detailing work schedules and tours of duty.

2. LAUNDRY PLANT MANAGER:

Within the Laundry facility the student will learn the techniques and operation of uniform and linen control and distribution; also, personnel clothing processing.

3. PATIENT ASSISTANCE PROGRAM:

The student will gain experience in the control and issuing of uniforms, the act of seamstress fabrication and alteration, and the patient clothing room for indigent patients.

SUPERVISION: Chief, Building Management and qualified staff personnel.

CANTEEN SERVICE

GENERAL INFORMATION:

The V.A. Canteen Service is responsible for providing hospitalized

veterans with reasonably priced merchandise and services essential to their comfort and well being. To accomplish this, there are many phases of the Canteen Service.

AREAS OF SERVICE:

1. RETAIL DEPARTMENT: Carries a variety of tobacco, candy, cookies and other snack items. Also, notions and a large selection of "special gift" items. A full line of clothing is also available.

- a. AREAS OF ASSISTANCE AND LEARNING:

- (1) Ordering, receiving and pricing of merchandise.
- (2) Proper display of items.
- (3) Most important, being able to assist the patient in his purchase.

2. CANTEEN CAFETERIA: Although the Canteen is not responsible for the patients' meals, they do provide meals to visitors and furnish snacks for patients and staff.

- a. AREAS OF ASSISTANCE AND LEARNING:

- (1) Preparation of food for the cafeteria, includes pastries, steam table items, short orders, salads and desserts.
- (2) Preparing sandwiches and other snack items.
- (3) Keeping the area clean and sanitary.
- (4) Again, being ready to help the patient with his selection.

SUPERVISION: Canteen Service qualified supervisory personnel.

CHAPLAIN SERVICE

AREAS OF ASSISTANCE AND LEARNING:

1. Assist with altar care, set up altar for various services.
2. Assist in escorting of patients to chapel services. Serve as host or hostess following chapel services.
3. Sing along with patients in the choir and assist with directing.
4. Learning and training of "behind the scene" activities of Chaplain Service in the care and preparation of the Chapel and material used for various services.

SUPERVISION: Chief of Chaplain Service and staff Chaplains.

DIETETIC SERVICE

GENERAL INFORMATION:

The Dietetic Service is responsible for providing the dietary needs of the veteran patients. All procedures and preparation of food and service are provided.

The student will participate in all phases of learning to include performing actual duties in the area assigned.

FOUR AREAS OF LEARNING AND TRAINING AVAILABLE:

1. DISH ROOM, BLDG. #3: Duties of washing, cleaning and preparing equipment for daily use. (One student in p.m.)
2. COLD ORDER ROOM, BLDG. #3: Dishing and preparation of cold food for service. (One student in a.m.)
3. DINING ROOM, BLDG. #3: Duties of cleaning and preparation of this area for meals. (One student, a.m. and p.m.)
4. SANITATION: Cleaning dining area, training in safety in the kitchen area and in working with food service equipment. (One student in a.m.).

SUPERVISION: Dietitian and qualified Dietetic Service staff personnel.

ENGINEERING SERVICE

GENERAL INFORMATION:

Engineering Service is responsible for the general maintenance and repair of this facility to include equipment. This service is also responsible for all fire and safety practices, rules, regulations and precautions.

AREAS OF ASSISTANCE AND LEARNING:

1. AIR CONDITIONING SHOP: Learning and training will be provided in practice of installation, maintenance and repair of all air conditioning equipment.
2. CARPENTER SHOP: A learning experience and training will be provided in the techniques of maintenance carpentry, the care and use of tools and equipment and safety precautions.
3. ELECTRICAL SHOP: A learning experience and training will be provided in the repair and installation of electrical equipment and maintenance of electrical systems.

ENGINEERING SERVICE (Cont'd)

4. EQUIPMENT REPAIR: A learning experience will be provided in the repair and maintenance of vehicles and other mechanized equipment.
5. PAINT SHOP: A learning and training experience will be provided to familiarize the student with procedures and preparation of paint.
6. PLUMBING SHOP: A learning experience will be provided to explore practices and techniques of plumbing and sanitation, including maintenance and repair of facility.

SUPERVISION: Supervisors and qualified staff members.

LIBRARY SERVICE

GENERAL INFORMATION:

The Library Service assists in the total treatment of patients by helping them use leisure time, developing their intellectual potential and to expand their special skills. The student will assist the staff and participate in the many facets of the program.

AREAS OF ASSISTANCE AND LEARNING:

1. PATIENT LIBRARY:

- a. Circulation Desk.
- b. Assist with bulletin boards and posters.
- c. Assist the Librarian in Bibliotherapy Program.
- d. Encourage and motivate patients in the use of the library.
- e. Housekeeping - keep magazine rack and book shelves in order.

2. MEDICAL LIBRARY:

In general the areas of learning are basically the same as for the Patient Library, except for training in the use of audio-visual educational equipment.

SUPERVISION: Chief Librarian and qualified staff members.

MEDICAL ILLUSTRATION SERVICE

GENERAL INFORMATION:

Medical Illustration Service is a vital segment in the care and treatment of patients.

MEDICAL ILLUSTRATION SERVICE (Cont'd)

AREAS OF LEARNING:

The student will learn various photographic techniques and basic photography. Also, the art of reproduction and illustration of medical and surgical photography.

SUPERVISION: Chief, Medical Illustration and qualified staff.

NURSING SERVICE

GENERAL INFORMATION:

The volunteer must be interested in working in direct contact with patients, either medical or mental, in non-professional duties associated with patient care.

AREAS OF LEARNING. Geriatric Wards and the Nursing Home Care Unit.

1. Interacting and socializing with patients.
2. Reading and assisting with library visits.
3. Assist with patient grooming.
4. Participation in special activities and in special staff meetings.

SUPERVISION: Head Nurse of Ward and qualified Nursing Personnel.

SUPPLY SERVICE

GENERAL INFORMATION:

The Supply Service is responsible for receiving, checking weight bills of items ordered for the entire hospital.

AREAS OF LEARNING:

1. WAREHOUSES -- Subsistence and General:
Both areas include training in checking of receipts and other general warehouse procedures.
2. SUPPLY OFFICE:
This is also an area of learning. The student position will be that of a clerk-typist/receptionist to include typing and general filing.

SUPERVISION: Chief Supply Service and qualified staff members.

C. Typical Student Schedule

<u>Subject</u>		<u>Credit</u>	<u>Period Per/Week</u>
English	) A.M.	1	5
World Culture	)	1	5
Math or Science	) or	1	5
Health	)	.6	3
Phys. Ed.	) P.M.	.2	2
Field Experience	) A.M.	.5	5
Field Experience	)	.5	5
Field Experience	) or	.5	5
Field Experience	) P.M.	.5	5
		<u>5.8</u>	<u>40</u>

VI. SELECTION PROCESS

All present ninth grade students at Scott Intermediate School will be offered the opportunity to select and participate in the Student Volunteer Career Elective Program during their sophomore year.

A. Orientation

An assembly program will be presented to the entire ninth grade student body outlining the program. The presentation will be followed up by small group presentations, preferably in English classes. Then a letter will be sent home to parents and an explanatory meeting set up for interested parents.

B. Application

Interest students will be asked to fill out an application form which will also serve as their course selection. Parents will be asked to sign the consent form. These applications and forms will be turned over to their respective counselors.

C. Selection

After an established deadline, the applications will be reviewed by the Selection Committee, consisting of Scott and C.A.S.H. counselors and administrators (teachers and individual students would also be welcomed) as well as the Chief of Voluntary Services at the V.A. Hospital.

D. Selection Criteria

Since the program is being offered to all ninth grade students, the following criteria is to be used as guidelines:

1. The student's ability to build an academic program that will meet the needs of the student. (Only 20 periods of academic courses can be taken per week).
2. The student's interest, motivation and aptitudes. The Kuder, G.A.T.B. or ASVAB will be used as tools.
3. The student's overall school record, including academics, activities, behavior, absenteeism, etc.
4. Subjective recommendations from teachers and parents.

The above criteria will not be considered as all-inclusive. (Individual needs will be a consideration).

E. Acceptance or Rejection Procedure

Upon rejection or acceptance into the program, each applicant will be interviewed by his counselor. Also, a letter explaining the acceptance or rejection will be sent to the student and parents.

VII. POLICIES:

The objectives of the Student Volunteer Career Elective Program will be listed in the materials given each student, and it is expected that each student develop self-discipline and become observant in developing skills and habits in preparation for future vocations or careers.

A. Attendance

The Veterans Administration Hospital will report any violation of attendance and give an attendance record to the school co-ordinator. The school district attendance regulation will be in affect at all times.

B. Conduct

The Rules, Regulations and Policies set down in the Coatesville Area Schools Students Code of Rights and Responsibilities will be in effect.

The V.A. Hospital Policies and Procedures will be adhered to.

C. Drop-Out

The termination or a change in the Program by the student must have the approval of the school co-ordinator and the parent.

VIII. TIME SCHEDULE

This program is to be initiated at the start of the 1975-76 school year. The Advisory Council adopted the following calendar:

September	Orientation for students and staff at V.A. Hospital - position placement
October	Mid-marking period evaluation
November	Position Placement. First marking period (evaluation). Advisory Council Meeting
December	Mid-marking period evaluation
January	Position Placement. Second marking period (evaluation)
February	Advisory Council Meeting. Start Selection Process (assembly at school). Mid-marking period
March	Selection Process (Filing application and counseling and parents meeting) Third marking period (evaluation) Position placement
April	Selection Process (selection committee evaluation). Mid-marking evaluation
May	Selection Process (complete) Council Meeting
June	Fourth marking period evaluation (student) Closing out school year - (awards at Hospital and School)
July	Program Evaluation
August	Pre-School Orientation for Staff Advisory Council meeting

VIX. EVALUATIONS

A. Student Evaluation

The student evaluation in the academic program will be the school-adopted grading system of A, B, C, D, etc. The Carnegie Unit value will be the same for the Career Elective student as it is for any student; i.e., 1 full unit for English, Math, Science and World Cultures, .6 of a unit for Health, and .2 of a unit for Phys. Ed.

The student evaluation in the Career Electives will be a subjective evaluation in the form of a progress check list. The Carnegie Unit value for the Career Electives will be the same as the Vo-Tech system for (2) full units. The school districts evaluation marking periods will be adopted and all evaluations will be a part of the student's permanent record.

B. Program Evaluation

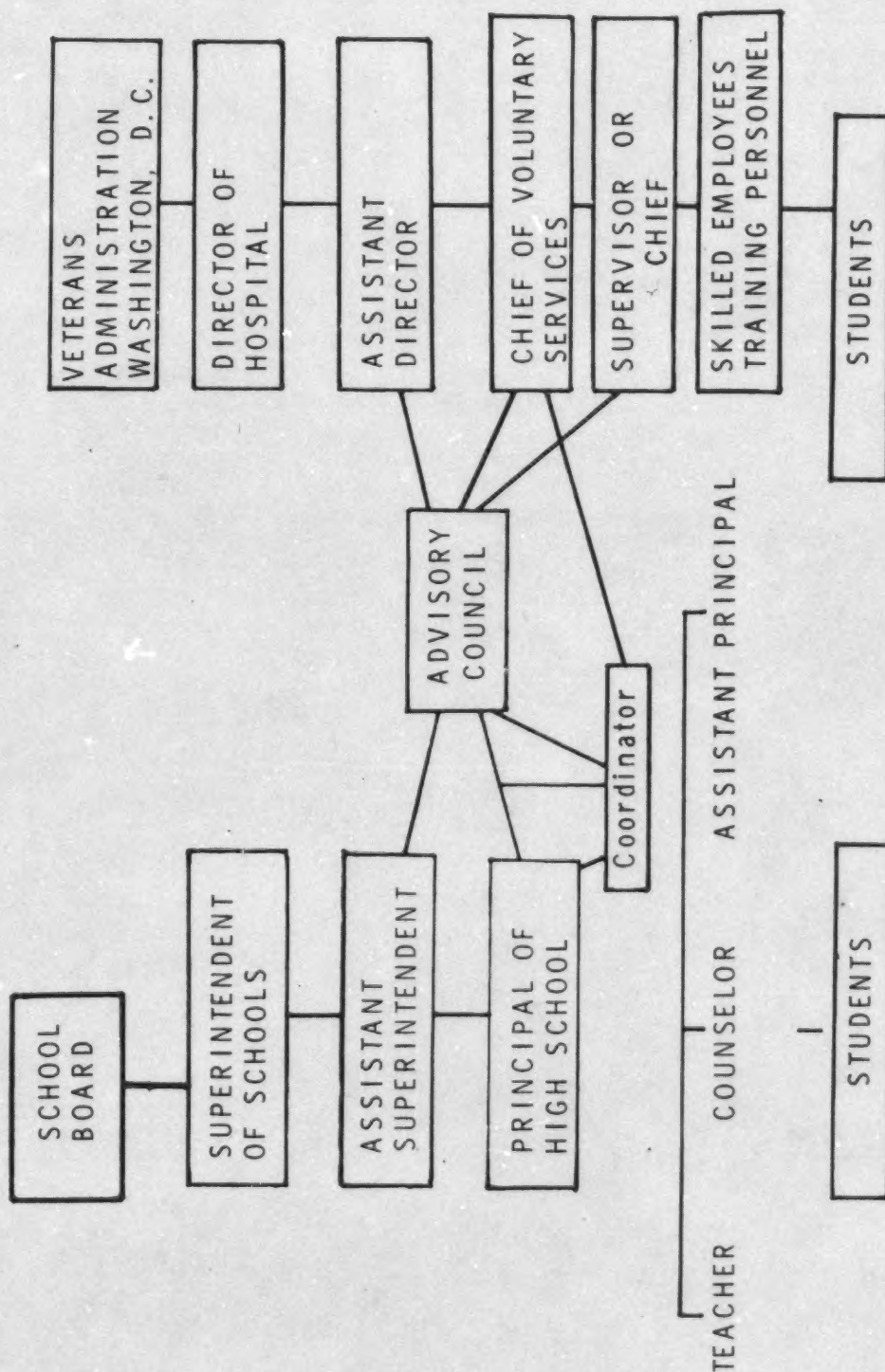
There will be a need to evaluate the total program periodically to assess its effectiveness.

Some of the following criteria could be used to help in this assessment:

1. The G.A.T.B. or ASVAB will be used to measure the vocational improvement of the participants. A pre and post testing technique would be used.
2. Periodic subjective interviews and observations will be used to evaluate the growth of the student in the world of work.
3. Teacher and training personnel will keep a subjective check list to measure attitudes, abilities, interest, etc.
4. The student's self evaluation, in relation to the goals he had set for himself in the program, will be used.

COATESVILLE AREA SCHOOLS

COATESVILLE V. A. HOSPITAL



APPENDIX

- A. Parent's Letter
- B. Physical Examination Permission Letter
- C. Student Selection Form
- D. Parental Consent Form - VA Form 10-7032
- E. Volunteer Interview Form
- F. Supervisors Evaluation Form

SCOTT INTERMEDIATE HIGH SCHOOL
Coatesville Area School District
Eighth Avenue & Olive Street, Coatesville, Pennsylvania 19320
Area Code 215 384-8100

PRINCIPAL
David R. Weinraub

ASSISTANT PRINCIPAL, ADMINISTRATION
Theodore H. Forbes, Jr.

ASSISTANT PRINCIPAL, DISCIPLINE
Richard S. Copeland, Jr.

May 29, 1975

Dear Parent:

A new program called the Student Volunteer Career Elective Program (SVCEP), is being developed jointly by the Coatesville Veterans Administration Hospital and the Coatesville Area School District for students who will be in 10th grade next year. Your son/daughter has expressed an interest in enrolling in the program next year.

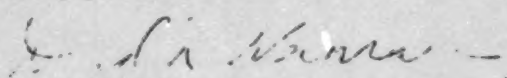
The SVCEP is designed to give the student an opportunity to learn and explore the world of work. The program is not designed to give specific vocational training. Those students in the program will spend one-half day in school for academic work and one-half day at the V.A. Hospital on the job site.

While on the job site the student will be assigned to one hospital employee who has volunteered to work with the student and share the work experience with him. The school district will also provide a staff member whose responsibility will be to supervise the students in the program.

If you would like to enroll your son/daughter in the program please complete the attached forms and return them to the Scott Guidance Office as soon as possible. Each student should indicate those areas in which he/she is interested in working. Select no more than five choices.

If you have any questions please feel free to call the Scott Guidance Office, 384-8100.

Sincerely yours,


David R. Weinraub
Principal

DRW/hnf

Att.

COATESVILLE AREA SENIOR HIGH SCHOOL
Coatesville, Pennsylvania

September, 1973

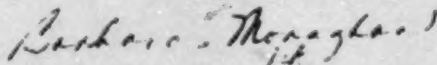
Dear Parent(s):

As required by the school laws of Pennsylvania, a physical examination will be given to your child by our school physician sometime during the school term.

If any irregularities are noted upon completion of the examination, you will be notified in order that you may contact your family physician.

The examination will be done unless you send notification to the effect that you do not want the school physician to do the examination. If you prefer to have your family physician perform the physical examination, you should get the necessary form from the school nurse prior to the examination. THOSE STUDENTS HAVING THE EXAMINATION DONE BY THEIR FAMILY PHYSICIANS SHALL PRESENT THE COMPLETED FORM NO LATER THAN MARCH.

Sincerely,



Mrs. Barbara Monaghan
School Nurse

BM/jck

C.A.S.H.S. - Voluntary Career Exploratory Program - V.A. Hospital

Name _____ F M
 Last First M.I.

Parent _____

Address _____ Phone No. _____
 Street

 City State Zip

* Select six of the following in order of preference.

- 080 () Retail Selling and Merchandising
- 081 () Food Service and Restaurant Management
- 082 () Chaplain Service and Religious Education
- 083 () Dietary Service and Food Preparation
- 084 () Sanitation and Environmental Control
- 085 () Painting and Decorating
- 086 () Mechanics and Equipment Repair
- 087 () Electrical Technical and Construction
- 088 () Carpentry and Cabinetmaking
- 089 () Air Conditioning and Sheet Metal
- 090 () Plumbing and Heating
- 091 () Library Service and Librarians
- 092 () Warehousing and Materials Handling
- 093 () Supply
- 094 () Nursing Service and Nursing
- 095 () Photographing and Medical Illustrations
- 000 () List any others you may be interested in:

Signature _____

Parent
 Signature _____

APPROVAL FOR YOUTH VOLUNTEERS TO PARTICIPATE IN VAVS PROGRAM

Youth give and gain when they serve as volunteers in the Veterans Administration's program of medical care and treatment for veteran patients. Volunteer service, which is an inherent part of our American way of life, provides constructive outlets for the energies of young people. Some of the finest and innermost personal satisfactions known to man are derived from helping our fellow men in need.

Health careers in medical and allied fields such as doctor, nurse, social worker, dietitian, therapist, pharmacist, and technician abound in a hospital. Youth volunteers are given special orientation and training and assigned to various programs where they serve under the supervision of hospital staff. To the extent possible, the assignments are geared to the interests of the youth volunteers.

Opportunities for gratifying volunteer service with vocational exposure and experience are provided selected youth upon the written approval of their parents or guardians.

APPROVAL

_____ has my approval and support as
a volunteer participant in the Veterans Administration Voluntary Service
program at _____

Date

Signature

Relationship to Volunteer

VA FORM 10-1141
OCT 1964

407168

ORGANIZATION MEMBERSHIP		IDENTIFICATION CARD, DATES OF ISSUE AND EXPIRATION	
SPECIAL SKILLS AND ABILITIES			
EXPERIENCE AND TRAINING			
RECORD OF VA ORIENTATION AND TRAINING			
DATE TERMINATED	REASON FOR TERMINATION		
DATE CHEST X-RAY	PHYSICAL EXAM. AND TEST DATA	RESTRICTIONS OR LIMITATIONS OF SERVICE	
RECORD OF ASSIGNMENTS		I hereby waive all claims to monetary benefits for services rendered as a volunteer worker on a "without compensation basis." I understand that this waiver applies only to compensation for specific services rendered in the Voluntary Services Program and has no relation to any compensation for other services or benefits to which I may be entitled.	
REMARKS		VOLUNTEER'S SIGNATURE AND DATE	

VA FORM 10-7032
JUN 1971
EXISTING STOCK OF VA FORM 10-7032
JAN 1965 AND FL 10-271, MAR 1963 R1
WILL BE USED.

YEARLY RECORD OF VOLUNTEER SERVICE

413013

NAME

ADDRESS

TELEPHONE NO.

22

VETERANS ADMINISTRATION
VOLUNTEER INTERVIEW FORM

NAME		DATE
The basic information provided on this form by the volunteer and supplemented by the interviewers will be used to select the right person for the right assignment to insure maximum personal satisfaction for the volunteer worker and effective utilization of volunteer assistance in the VA care and treatment program for veteran-patients.		
NAME	ADDRESS	TELEPHONE NO.
EDUCATION MEMBERSHIP		
EXPERIENCE AND TRAINING		
SPECIAL ABILITY AND ABILITIES		
ADDITIONAL INFORMATION		
ADDITIONAL INFORMATION (Date and time)		
ADDITIONAL DATA		
COMMENTS	NAME AND TITLE OF INTERVIEWER	DATE

Sample

C.A.S.H.S.
STUDENT VOLUNTEER CAREER ELECTIVE
EVALUATION REPORT
V.A. HOSPITAL

Coatesville Veterans Administration Hospital _____ Date _____

Student-Learner _____

Evaluator _____ Title _____

Please indicate with a check in the appropriate column your evaluation of the student-learner. If a check will not effectively express your evaluation, please make appropriate comments. Keep one copy for your files and return the other copy to Chief, Voluntary Service.

	Excellent	Good	Average	Below Average	Poor
Attitude toward job					
Attitude toward supervisors					
Attitude toward fellow workers					
Attendance					
Learning Speed					
Accuracy					
Overall estimate of the student-learner					

Comments: _____

Signed: _____